



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-CM

7 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 42 – Calendar Year 2014 Employee of the Quarter/Year Program (Change #1)

1. Applicability. This policy applies to all Fort A.P. Hill Garrison Appropriated Fund (AF) and Non- Appropriated Fund (NAF) employees.
2. Proponent. Garrison Command Sergeant Major (CSM), USAG Fort A.P. Hill, HQ.
3. References.
 - a. Army Regulation 672-20, (2013) Incentive Awards.
 - b. DA Pamphlet 672-20, (1993) Incentive Awards Handbook.
 - c. IMCOM Regulation 672-10, (2009) Incentive Awards Program for Military and Civilian Personnel.
4. Policy. In order to recognize civilian employees for outstanding achievements, Fort A.P. Hill is implementing a compressive employee recognition program to both motivate and recognize high performing employees. The CSM will accept nominations for outstanding Employees of the Quarter and Year, from 1 January – 31 December 2014 using the following three award categories from each directorate:
 - a. Category One (1): AF employees in grades GS-8 and below, and NAF employees in grades NF-3 and below. This category does not include Federal Wage System employees and non-appropriated fund employees performing trade and labor work.
 - b. Category Two (2): AF Federal Wage System employees (WS, WL, and WG) and NAF employees (NS, NL, and NA).
 - c. Category Three (3): AF employees in grades GS-9 through GS-14, and NAF employees in grades NF-4 and 5.
 - d. Directorates are defined as follows:
 - (1) Combined Directorate (to include ASD (DHR), IMO, ISO, PAIO, PAO, and RMO with ASD (DHR) as the coordinating Directorate).

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(2) DES, DFMWR, DPTMS, and DPW.

5. Criteria. The criteria are the same as the Commander's Award for Civilian Service (AR 672- 2- paragraph 8-5). The contributions and achievements of the nominees in each category will be measured against one or more of the following criteria as appropriate:

a. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example for others to follow.

b. Demonstrated initiative and skill in devising new or improved equipment, work in manpower, time, space, material, or other items or expenses that improved the safety or health of the work force methods, and procedures or conceiving inventions that resulted in considerable savings in manpower, time, space, material, or other items or expenses that improved the safety or health of the work force.

c. Demonstrated leadership or public relations service that resulted in productivity of the unit.

d. Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.

e. Demonstrated courage or competence, while performing assigned duties, resulting in benefit to the government or its personnel.

6. Procedures.

a. Nominations may be made by any employee concerning another employee (regardless of grade) and submitted to the employee's Director. The Director will ensure that there is no active disciplinary action against the nominated employee and that the employee is not on a Performance Improvement Plan (PIP). If more than one nomination is received within a Directorate, the Director must choose only one submission per category to forward to the Garrison CSM per quarter.

b. Each Directorate, as defined above, will submit one brief nomination (via e-mail or memorandum stating the employee's name and what their accomplishments were) for each category applicable within their Directorate, to the Garrison CSM. Directorates are not required to send forward nominations for categories that they do not have employees in. A negative response must be sent to the CSM if there are no eligible nominees for the quarter.

c. The Combined Directorate will submit only one nomination per category to the CSM, to be coordinated through the ASD (DHR).

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d. A standardized scoring template will be used to score all employees for the quarter and the year and is located in (Appendix A) of this policy. The Director(s), upon selection will be notified concerning the status of their employee and employees will be recognized at an upcoming Town Hall or other appropriate event.

e. Employee nominations for the quarter will be scored by high quality individuals identified by the garrison Command Team that are not assigned to Fort A.P. Hill ensuring a non-biased selection is made.

f. Employees of the Quarter nominees will be submitted for the following quarters.

(1) First Quarter (1 January – 31 March)

(2) Second Quarter (1 April – 30 June)

(3) Third Quarter (1 July – 30 September)

(4) Fourth Quarter (1 October – 31 December)

g. Directors will submit a broad written justification for this competition to cover the judging criteria contained in Appendix A. Justifications should be legible, contain the nominee's name, position, and reason for nomination. Directors are encouraged to review information from the original nominator to assist in this process and provide guidance ensuring their employee is well represented.

h. Employee of the Quarter Packets are due to the Garrison CSM on the following dates:

(1) First Quarter due 7 April, 2014

(2) Second Quarter due 7 July, 2104

(3) Third Quarter due 6 October, 2014

(4) Fourth Quarter due 6 January, 2015

i. In event of a tie, the Garrison Commander will choose the Employee of the Quarter/Year based on information from the outsourced board. The Director(s) will then be notified and recognition will be scheduled at an upcoming post-wide event.

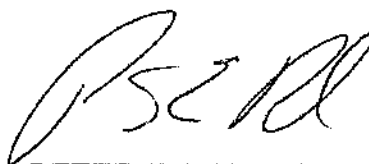
j. Employees of the Year submissions will be comprised of the selectees for Employee of the Quarter in each of the calendar year quarters.

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k. Directors will have the opportunity to submit a broader written justification for this competition to cover the judging criteria contained in Appendix A. Justifications should be brief and legible, contain the nominee's name, position, and reason for nomination. Directors are encouraged to gather additional information from the original nominator for more detailed information to assist in this process.

7. This Policy Letter will be posted conspicuously throughout each directorate to ensure maximum accessibility throughout the Garrison. POC for this Policy is the Garrison CSM at ext. 8205.



PETER E. DARGLE
LTC, AR
Commanding

DISTRIBUTION:

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Encl:

Appendix A (Fort A.P. Hill Employee of the Quarter/Year Score Sheet)

Star Rating	Star Level
0	Not applicable
1	Little impact
2	Average impact
3	Above average impact
4	Exceptional impact